

18 March 1952

Chief, Inspection & Security  
Attn : CIA Safety Officer  
Chief, Administrative Service

Evacuation Plan for

The following plan becomes effective when the building fire alarm is sounded, or any other emergency occurs that requires the building to be evacuated:

ALL EMPLOYEES

1. Secure all classified material and lock safes and vaults. Test each safe drawer or vault door but do not initial check sheets.
2. Close all windows.
3. The senior employee in each room at the time of the alarm is responsible for making sure that the room is properly secured and that all personnel have left.
4. Employees on the first floor, and in room 1, second floor, will proceed to the parking lot exit. Those on the second floor, with the exception of room 1, will proceed to the  exit unless otherwise directed. Personal belongings and badges will be taken by the employees.
5. Leave immediate area around building promptly to avoid interference with fire engines and security patrols.
6. Comply promptly with any directions given by evacuation officers or wardens.

FLOOR WARDEN - Assigned to be responsible for a designated floor area.

1. Checks his area, including store rooms, locker rooms and lavatories, looking into each room to make sure that all personnel have left and the area has been secured.
2. Directs personnel to assigned exit, or alternate exit if necessary.
3. Closes all doors while making his check.

- h. Reports to building evacuation officer that his area is clear; and may then receive further duty assignments.

**EXIT WARDEN** - Assigned to be responsible for an outside exit, and to see that personnel are kept away from the building.

1. Goes immediately to his assigned exit after asking a co-worker to secure his classified material and safes.
2. Determines that the exit is usable, or selects alternate exit if necessary and takes action to advise personnel accordingly.
3. Stands guard at exit to assist evacuation and prevent unauthorized entry. At parking lot exit, he removes bar and opens door to break seal. At [ ] door he assists PBA guard in controlling the traffic, or if PBA guard is not at his station, he removes key from receptacle at the right of the door and unlocks door.
4. When no further use for his emergency exit is apparent, he will close and bar the exit and then report to the building evacuation officer that it has been secured.
5. At [ ] Street exit, when personnel return after recall, he will help the PBA guard in the inspection of badges for re-entry.

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To implement this plan, Dudley L. Mask has been appointed Evacuation Officer and [ ] his alternate.

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